



JOB DESCRIPTION

Title: **LEGAL ADMINISTRATOR II**
Department: Attorney
Class Code: 6045
FLSA Status: Non-Exempt
Effective Date: June 1, 2009
Grade Number: 16

GENERAL PURPOSE

Under general supervision from the Legal Administrator Supervisor and the City Prosecutor, performs specialized routine and complex legal work pertaining to prosecution matters in the Attorney's Office.

EXAMPLE OF DUTIES

- *-- Prepares criminal matters for court, includes formal information, summons, bench warrants, complaints, subpoenas, court docket files and other legal documents.
- *-- Coordinates restitution issues; facilitates exchange of pertinent information from victims to the court.
- *-- Coordinates entire Trial Program from start to finish. Prepares cases for every aspect of the trial.
- *-- Posts, tracks, and maintains bench warrant files, abeyance files, and other case files; maintains court appointment calendars.
- *-- Obtains police reports, rap sheets, driving records and requests other supporting evidence for criminal matters.
- *-- Coordinates and assists outside counsel in gathering information.
- *-- Prepares legal pleadings, discovery responses and other supporting legal documents and correspondence as directed by the City Prosecutor; ensures correctness of form and content; takes and transcribes dictated material.
- *-- Interacts frequently with court clerks, police officers and staff, defendants, victims and the public.

- *-- Answers telephone, takes messages; directs visitors to appropriate staff members; dispatches appropriate information.
- *-- Provides support for other front office staff.
- *-- Maintains confidentiality on all legal matters.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Four (4) years legal administrator experience.
- Preference given to those with experience in the use of word processing and a typing speed of 60 net words per minute or better.

Special Requirements

- One (1) year experience in word processing in the Windows environment.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of office practices; working knowledge of legal terminology; some knowledge of legal research procedures; some knowledge of Utah criminal code.
- Skilled in legal writing.
- Ability to perform routine legal research requiring the exercise of considerable independent judgment; ability to perform complex clerical work with accuracy; ability to establish and maintain effective working relationships with employees and other departments in the City; ability to communicate verbally and in writing; ability to follow written and verbal instructions.

TOOLS & EQUIPMENT USED

- Phone, personal computer, including word processing and spreadsheet software; typewriter, dictation equipment; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.